

SCE Service Contract Review Summary Report - DSPD SFY 2008 - Short Form

Division: Services for People with Disabilities

Review Date:

Reviewer(s):

Reviewer(s):

Compliance Ratings: Y = Yes; N = No; N/A = Not Applicable

General Requirements & Performance Measures & Client Outcomes

Component	Compliance? (Yes / No / N/A) and Supervisor Check off				
Part II Scope of Work & Special Conditions	Yes	No	N/A	</	Comments
General Requirements					
Coordinates the delivery of services & monitors Health & Safety per 7 program requirements: pages 1 to 16					
1) Validates & Consults to recertify eligibility and/or modify existing assessments & service plans					
2) Informs persons of available services & how to select providers					
3) Helps persons obtain the services chosen					
4) Regularly reassesses the status & needs of persons & suggests modifications					
5) Helps persons gain access to Ut Medicaid State Plan & other resources					
6) Determines & reports on the quality of the services delivered & takes the steps necessary to remedy any shortcomings					
7) Provides discharge-planning services					
Contractor Qualifications: Licenses per UAC R501 and certified by DHS/DSPD; approved Medicaid Provider					
Admin Requirements: Personnel Policies & Procedures; job descriptions & documented staff evaluation					
Admin Requirements: Operating Policies & Procedures; staff & supervisory responsibilities during all hours of operation; emergency procedures					
Working Quality Monitoring Process					
Human Rights Plan; persons' rights, prevention of abuse, restrictions, team responsibilities					
Protective Service Investigations; supervision & cooperation					
Fatality Notifications & Reviews					
Annual review & renewal of Code-of-Conduct					
Non-profit - Board; membership					
Current Background Investigations-BCI, FBI, Abuse Registry-Licensing					
Contractor & Staff prohibited from acting as Guardians					
Incident Reporting per requirements					
Record Keeping: Personnel Records					
Record Keeping: Person's Records					
Record Keeping: Medicaid Records & F870 logs					
Reports per Schedule					
Completion of Discharge Procedure - 30 to 90 day					

Component	Compliance? (Yes / No / N/A) and Supervisor Check off				
Part II Scope of Work & Special Conditions	Yes	No	N/A	</	Comments
Staff Qualifications; demonstrate competency, education & training; supervision by QMRP and completion of DSPD certification course; staff ratio limits (1 to 3 supervision & 40 max caseload adjusted for supervision limits); 30 hours relevant & DSPD approved documented annual training					
M-SCE Specific Service Requirements					
1) Validates assessments & Ids services & supports necessary for health & safety					
2) Provide choice of services & providers; sufficient info for informed choice & formulation of ISP					
3) Develop the ISP with complete & appropriate support strategies and budget					
4) Consult to modify assessments & resulting service needs; verify the appropriateness of person's plan and budget					
5) Provide information & advocacy services					
6) Assist to gain access to identified supports & services					
7) Monitor (interviews, direct observation, assessment) the provision & quality of services & supports; delivered as intended; documented billing supports; progress evaluations; Residential AT LEAST MONTHLY VIA FACE-TO-FACE visit and observation ; Supported Living AT LEAST QUARTERLY					
8) On-going monitoring of health, welfare, and safety; modifying ISP & reporting significant changes to DSPD					
9) Timely Reassessing prescribed needs; services per assessed needs (amount, frequency & duration) & available regardless of place of residence					
10) Accurate case records & documentation					
11) Monitor provider's actual provision of services and reviewing payment requests for accuracy per budget allocations					
12) Ensure discharge planning and transition services					
13) Provide support coordination services during times of crisis or sentinel events					
Complete Person-Centered Planning; ISP/AP, Behavior Support Plan, Psychotropic Meds Plan, staff instruction sheets, data collection & analysis sheets; effective client involvement; Support Strategies by provider; team membership and review at least annually					
Monitor Representative Payee activities per contract; review the monthly reports and take corrective actions as required; monitor for unapproved loans to/from the person					

